

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0948310

DATE POSTED: 11/18/13

POSITION NO: 242506

CLOSING DATE: 12/03/13

POSITION TITLE: Geographic Information System (GIS) Technician

DEPARTMENT NAME / WORKSITE: Division of Natural Resources - Navajo AML Reclamation / UMTRA Department- Shiprock, NM

WORK DAYS: Mon - Fri. REGULAR FULL TIME: ☒ GRADE/STEP: Y62A

WORK HOURS: 8 AM to 5 PM PART TIME: ☐ NO. OF HRS./WK.:            \$ 33,030.40 PER ANNUM

SEASONAL: ☐ Duration:            \$ 15.88 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Work under the general supervision of the Program Manager perform specialized work in database maintenance to ensure reliable and accurate geographical information service: Update and input information related to the AML/PFP projects; Utilize ARC/INFO and ARC Map, ESRI software; Produces hard copy digital maps and spatial analyses; Performs maintenance of GIS database files by adding, developing, correcting, and archiving data from various sources; Collects, verifies and organizes data; compiles Meta-data; Research new data; and archiving data from various sources; Collects, verifies and organizes data; compiles Meta-data; Research new data;

Provide oral and written documents and responds to inquiries from public agencies; assist with users and users group in overall Navajo Nation GIS communication; Operate field survey equipment's such as Global Positioning System, Total Station, and radiological equipment's. Develop policies and procedures for the GIS Database usage, release of information and other require documentation.

Perform administrative duties including routine report writing, project/field site reports, stories, photographs, binding, copying, maps, supplies and materials procurement, equipment, property inventory database, and related assignments. Assist with Public Relations duties, producing maps, photographs, displays, and presentations.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associate's degree in Computer Science or related field; or graduation from a technical school with an emphasis on course work in GIS technology; and two (2) years experience working with GIS; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of large database file maintenance, methods, principles, and practices of GIS database management; Knowledge of ARC/INFO and related ESRI software; Skills in reading and interpreting a wide variety of documents, including maps, site plans, construction plans, basic engineering principles. Must communicate effectively, orally and in writing; Maintain a cooperative and effective working relationships with all contacts in the course of work.

**Physical Requirements & Work Environment (Special Requirements):**

Work will require field visits, lifting, carrying equipment, and peripherals weighing up to 50 lbs. with potential exposure to dirt, heat and humidity.

**License/Certification Requirements:**

*(Preferred)* Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**